

# Division of Human Resources Privacy Policy

## **Purpose**

The purpose of this policy statement is to inform users about the collection and use of personally identifiable information.

## **Definition of Personally Identifiable Information**

For the purposes of this statement "personally identifiable information" means any information relating to an identified or identifiable individual who is the subject of the information.

## **Personally Identifiable Information Not Routinely Collected**

Citizens do not have to routinely provide personal information to visit this Web site or to download information. The Division of Human Resources may request personally identifiable information from you in order to provide requested specialized services or as part of an online application, but such information is handled as it would be on an in-person visit.

## **Personally Identifiable Information Available From Governmental Web Sites**

Access to personally identifiable information in public records at state and local levels of government in Idaho is controlled by Idaho law. Information that is generally available under Idaho law may be posted for electronic access through this Web Site.

***The Division of Human Resources takes care to protect your privacy.*** This Web Site is hosted by the Idaho Department of Labor, and in cooperation with that agency, we automatically collect the following information when you visit our site:

- Your IP (Internet Protocol) address
- Date and time of your request
- The pages or files you request
- The success or failure of your requests

This information does not identify individual visitors, and we will make no attempt to do so unless illegal activity or tampering with our site is suspected. This data collected is used to generate statistical reports, and those reports are used solely for the purpose of managing our site and improving the information and services we offer.

### **Use of E-mail Addresses**

E-mail addresses obtained as a result of a request to this site will not be sold or given to private companies for marketing purposes. The information collected is subject to the access and confidentiality provisions of Idaho Code and federal law. E-mail or other information requests sent to the Division of Human Resources Web Site may be maintained in order to respond to the request, forward that request to the appropriate Division employee, or to provide the Web designer with valuable customer feedback to assist in improving the site.

### **Data Security and Quality**

The Division of Human Resources is committed to data security and the data quality of personally identifiable information that is either available from or collected by governmental web sites, and has taken reasonable precautions to protect personally identifiable information from loss, misuse or alteration. Any third parties responsible for this information are committed to the same principles, and also are required by contract to follow the same policies and guidelines as the State of Idaho in protecting this information. Unless otherwise prohibited by state or federal law, rule or regulation, the individual is granted the ability to access and correct personally identifiable information whether or not the information inaccuracy was accidental or was created by unauthorized access.

### **Cookies**

Some applications may save a "cookie" on your computer's hard disk to provide a temporary history of actions taken. A common example is the tracking of items placed in an online "shopping basket." We do not retain any record of "cookies" beyond what is necessary for running the application.

### **Non State Web Sites**

Various Web sites may be linked through this site. Visitors to those sites are advised to check the privacy statements of these sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. Visitors may also wish to consult privacy guidelines such as those recommended by the Online Privacy Alliance.

### **Sharing Information**

Information presented on these pages is considered public information and may be distributed or copied unless it specifically states that the

information is copyrighted. Use of appropriate byline/photo/image credits is requested.

**Contact**

If you have questions about this policy or feel that we have acted in violation of this policy, please e-mail or write to us at:

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